

## Retention and Classification Report

**Agency:** University of Utah (Utah). Department of Campus Police (2767)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30109

3

**TITLE:** Agency history

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the history of the University of Utah Campus Police. May include personal stories, photographs, publications, and other related materials.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30105

3

**TITLE:** Annual reports

**DATES:** 2015-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are the published annual reports for the department of public safety at the University of Utah. Information in the reports may include crime statistics, improvement plans, emergency response plans, and department services.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

These records are considered permanent because they provide evidence of significant policy formulation and business processes of the government.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30105

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 19424

**TITLE:** Crime report case files

**DATES:** 1968-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records are created as a result of a complaint or investigation by the police department. They contain all information as to the "who, what, where, when, why, and how" of reported incidents. They are used for departmental information, follow-up investigations, and statistics. They are the central files for cases handled by the department. These files may include the investigative report, fingerprint cards, original arrest report, supplement reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets, evidence sheets, and any other documents that may pertain to the investigation. Information includes names, birth dates, addresses, phone numbers, social security numbers, affiliation with the University, place of employment, physical description, and characteristics for all persons involved in the case. It also includes a description of any property. The report includes offenses, methods of operandi, and a narrative of the incident.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 5 years after case is closed or cleared and then delete.

Computer data files backup: Retain in Office for 3 months and then delete.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 19424

**TITLE:** Crime report case files

(continued)

Paper copy: Retain in Office until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28515

3

**TITLE:** Driving Under the Influence (DUI) reports

**DATES:** 1960-

**ARRANGEMENT:** Alphabetically by name in the master file system; Numerically by case number in the records management system.

**DESCRIPTION:**

These reports are a three-part state form used for reporting persons arrested for driving while under the influence of alcohol or drugs; they detail first contact in response to incidents, supplemental information gathered by the police department, and investigative reports. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, the nature of any injuries and damages sustained, toxicology reports, Breathalyzer test results, and audio and video files. The records are used for departmental information, follow-up investigation, and to produce statistics. The original is sent to the Department of Public Safety; copies of the report are sent to the District Attorney's Office and the Bureau of Criminal Identification, and are sometimes part of a case file.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28515

**TITLE:** Driving Under the Influence (DUI) reports

(continued)

**APPRAISAL:**

These records have administrative value(s).

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013, and distributed per Utah Code 41-6a-502 (2010)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(3)(g) 2014

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(10) 2014

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28514

3

**TITLE:** Felony arrest case files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetically by name

**DESCRIPTION:**

These case files are created by the police department as a result of a felony complaint or investigation. They are the primary case files for felony cases handled by the agency. These files may include the original arrest report, investigative report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court despositions, officers' notes, latent fingerprints, fingerprint cards, pertinent laboratory tests, and copies of booking sheets and arrest reports.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28514

**TITLE:** Felony arrest case files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10) 2014

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d) 2014

Controlled. Utah Code 63G-2-304(1)(b) 2008

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28516

3

**TITLE:** Impounded vehicle reports

**DATES:** 1960-

**ARRANGEMENT:** Numerically by case number for digital files; Chronologically by date of impound for paper files

**DESCRIPTION:**

These records contain state forms sent to the Department of Public Safety, Driver's License Division, to facilitate state tax impounds. The report contains vehicle information such as make and model, year of manufacture, color, identification number, tag number, condition, and name and address of the owner (if available); incident information such as the place it was impounded, reasons for impoundment, date and time of impounding, and when and to whom it was released is also included. The original form is sent to the Division of Motor Vehicles; a copy of the report is frequently part of a case file.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28516

**TITLE:** Impounded vehicle reports

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2) 2013

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 19519

1

**TITLE:** Incident reports

**DATES:** 1993-

**ARRANGEMENT:** Numerical by incident number

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records are created when the department receives a call from the public or an officer. These records contain the "who, what, where, and when" of a reported incident. They are used for departmental information, statistics, and to initiate a criminal investigation if the incident involves a criminal offense. Information includes the date the call came in; and times received, dispatched, arrived, and completed. Also includes the department personnel involved with the incident, location, communications center notes, officer's notes, and if a crime report is initiated it will include a brief summary of the crime committed.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until entered on the computer and then destroy.

Computer data files: Retain in Office for 5 years after incident and then delete.

Computer data files backup: Retain in Office for 3 months and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

This disposition is based on the administrative needs expressed by the agency. These records are subject to litigation.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 19519

**TITLE:** Incident reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Date of birth, social security number, address, phone number, and personal identification

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28517

3

**TITLE:** Internal affairs case files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetically by name

**DESCRIPTION:**

These records contain information relating to the internal affairs of the police department. They involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case.

**RETENTION:**

Retain for 7 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after final resolution and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10) 2014

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d) 2014

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28517

**TITLE:** Internal affairs case files

(continued)

Public. Utah Code 63G-2-201(2) 2013

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28510

3

**TITLE:** Misdemeanor arrest reports

**DATES:** 1960-

**ARRANGEMENT:** Alphabetically by name

**DESCRIPTION:**

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28510

**TITLE:** Misdemeanor arrest reports

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-201(2) 2014

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(10) 2014

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30106

3

**TITLE:** Mug shot records

**DATES:** 1950-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records contain mugshot photographs and identifying information about the individual arrested by University of Utah police.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mug shot records, GRS-2029.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Photographs: Retain in Office for 10 years after case is closed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in Office for 10 years after case is closed and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered permanent because they contribute substantially to knowledge and understanding of the people and communities of our state.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30106

**TITLE:** Mug shot records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30108

3

**TITLE:** Newspaper clippings

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These newspaper clippings were collected and kept by the department because they contained stories about police activity and it's officers. Newspapers include The Daily Utah Chronical, The Salt Lake Tribune, The Deseret News, and various magazines.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered permanent because they contribute substantially to knowledge and understanding of the people and communities of our state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28508

3

**TITLE:** Non-arrest case files

**DATES:** 1960-

**ARRANGEMENT:** Numerically by case number

**DESCRIPTION:**

These records are police case reports detailing first contact in response to incidents, supplemental information gathered by the police department, and investigative reports. These records include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, the nature of any injuries and damages sustained, and may contain audio and video files. The records, also referred to as incident reports or offense reports, are used for departmental information, follow-up investigation, and to produce statistics. They may include Supplemental Continuation Reports, which are created when information is gathered more than one month after the initial incident and may provide additional information concerning a police investigation.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28508

**TITLE:** Non-arrest case files

(continued)

**APPRAISAL:**

These records have administrative value(s).

These records are maintained in adherence to 34 CFR 668.46(14)(c)  
2013

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(3)(g) 2014

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(10) 2014

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30107

3

**TITLE:** Photographs

**DATES:** 1900-

**ARRANGEMENT:** None.

**DESCRIPTION:**

These photographs are of department personnel, the University of Utah campus, and events that document personnel, agency history, and campus history.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered permanent because they contribute substantially to knowledge and understanding of the people and communities of our state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28518

1

**TITLE:** Sex offender files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetically by name

**DESCRIPTION:**

These are records received from the Bureau of Criminal Investigation and maintained by the police department in order to list the sex offenders living within its jurisdiction. Sex offenders are required by Utah code, for the first ten years after termination of sentence or jurisdiction, to register their name on the Sex and Kidnap Offender Registry within ten days of changing residences. This registration form is required by the Department of Public Safety and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Public Safety, which sends one to the local law enforcement agency where the person resides.

**RETENTION:**

Retain for 10 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years or until person moves from jurisdiction and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013, and Utah Code 77-41-105 2014.

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28518

**TITLE:** Sex offender files

(continued)

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 77-44-108 2012

**SECONDARY DESIGNATION(S):**

Private.	Utah Code 63G-2-304(2)(d) 2014
Protected.	Utah Code 63G-2-305(13) 2014
Public.	Utah Code 63G-2-201(2) 2013

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28509

3

**TITLE:** Traffic accident files

**DATES:** 1960-

**ARRANGEMENT:** Numerical by accident number

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,500, or injury or death occurs (Utah Code 41-6a-402 (2013)).

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28509

**TITLE:** Traffic accident files

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 41-6a-404(3)

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28519

3

**TITLE:** Traffic citations

**DATES:** 1960-

**ARRANGEMENT:** Numerically by citation number

**DESCRIPTION:**

These records contain citations issued by the police to drivers violating motor vehicle and traffic laws. They usually include date, time, and location of violation, license plate number of vehicle, violation code, name of officer, and signature of person receiving citation.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

**RETENTION JUSTIFICATION:**

7-year retention is required by the Clery Act, codified at 20 U.S.C. 1092(f)

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 28519

**TITLE:** Traffic citations

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-201(2) 2013

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(2)(d) 2014

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30104

3

**TITLE:** Violent felony case files

**DATES:** 1981-

**ARRANGEMENT:** Chronological by case number

**DESCRIPTION:**

These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records. Cases that meet the violent felony criteria include homicide, sexual assault, violent felonies, and other crimes that have no statute of limitations.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center permanently.

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** University of Utah (Utah). Department of Campus Police

**SERIES:** 30104

**TITLE:** Violent felony case files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah code 63G-2-305(71) (2020)

**SECONDARY DESIGNATION(S):**

Private. Utah code 63G-2-302(2)(g) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.